

**INSTRUCTIONS FOR COMPLETION OF APPLICATION
FOR RENEWAL OF PRENEED CERTIFICATE OF AUTHORITY
FORM ARPCA (11/2010)**

PLEASE NOTE THAT YOU ARE NO LONGER REQUIRED TO PROVIDE THE LISTINGS FOR PRENEED CONTRACTS FUNDED BY TRUST, LIFE INSURANCE, LETTERS OF CREDIT OR SURETY BONDS. HOWEVER, THE DEPARTMENT MAY REQUEST PRENEED CONTRACT LOGS AT ANY TIME TO VERIFY THE IN FORCE PRENEED CONTRACTS.

1. If the certificate holder is associated with any other funeral home or cemetery locations, each of those locations should be listed on a separate sheet of paper. The address of each of those locations should be included.
2. The certificate holder must file a financial statement as of the last fiscal year end in accordance with Rule 482-3-001-.05. **DO NOT PLACE THE FINANCIAL STATEMENT IN A BINDER.**
3. The financial statement must include any preneed receivables and/or preneed deferred revenue. Indicate on the Renewal Application whether the financial statement includes preneed receivables and/or preneed deferred revenues.
4. Attach a check for the annual renewal fee as shown on the invoice.
5. If there has been a change in ownership of the preneed entity, attach a separate sheet of paper describing such change, including the name and address of the new owner.
6. If there have been any changes in the preneed entity since the last renewal application, attach a separate sheet of paper describing such changes (such as change in address, method of funding, change of accountants, etc.)
7. If the preneed entity has declared bankruptcy or had a judgment against it, attach a separate sheet of paper describing the facts, including the case style and number and location of the courts in which the proceedings are held.
8. Fill in the method of funding. Do not simply circle the method of funding.
9. If the method of funding has changed since the last renewal, attach a separate sheet of paper stating the new method of funding, the previous method of funding, the new trustee, insurance company, surety bond company or bank issuing the letter of credit. If the previous method of funding was trust, state what was done with the existing trust funds held by the previous trustee.

Post Law Contracts Only – The Table Should Include All Post-Law Contracts Regardless of the Method of Funding

Do not include any preneed contracts written prior to April 1, 2002, unless you have specifically elected to have them included under the provisions of the preneed law and have so notified the Department. Include all contracts regardless of method of funding and whether or not the contract has been paid in full.

The number of contracts in the table should balance. The preneed contracts outstanding at the beginning of the year plus preneed contracts entered into during the year minus preneed contracts cancelled during the year minus preneed contracts fulfilled during the year should equal the preneed contracts outstanding at the end of the year.

The gross sales should be the retail value of the sum of all preneed contracts for each of the items. The Department recognizes that this column may not balance.

Trust Funds – YOU ARE NOT REQUIRED TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY TRUST

Specify the names of all trustees.

If there is a new trustee, has the preneed entity filed new trust documents with the Department? If not, the preneed entity must file the new trust documents with the renewal package.

The number of post-law contracts should include all contracts funded by or to be funded by a trust, whether the contract has been paid in full or not.

The balance in the trust fund should be split between principal and interest.

Each trustee must provide a full and true statement of the activities of the trust fund. Attach each of those statements to the renewal package.

Life Insurance – YOU ARE NOT REQUIRED TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY LIFE INSURANCE

Specify the names of all life insurance companies which have preneed contracts funded by life insurance in force.

Specify the number of post-law preneed contracts funded by life insurance.

Specify the number of post-law insurance policies funding preneed contracts. The number of life insurance policies may be different than the number of preneed contracts since more than one life insurance policy may be used to fund one preneed contract.

Specify the total face amount of all life insurance policies in force.

Letter of Credit – YOU ARE NOT REQUIRED TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY LETTERS OF CREDIT

Specify the names of each bank issuing a letter of credit.

If there is a new bank issuing a letter of credit, has the preneed entity filed the new letter of credit with the Department? If not, file the new letter of credit with the renewal package. If the amount of the letter of credit has changed, file the revised letter of credit with the Department.

Specify the number of post-law contracts funded by letters of credit.

Specify the amount of each letter of credit.

Specify the outstanding letter of credit liability (original retail amount of services and cash advances and the actual cost to the entity to provide the undelivered merchandise) of all preneed contracts funded by each letter of credit. If the outstanding letter of credit liability of all preneed contracts for each letter of credit is greater than the amount of the letter of credit, the preneed entity must increase the letter of credit to such an amount that it equals or exceeds the outstanding letter of credit liability of all preneed contracts to be funded by that letter of credit.

Surety Bond – YOU ARE NOT REQUIRED TO PROVIDE THE LISTING OF CONTRACTS FUNDED BY SURETY BONDS

Specify the names of each insurance company issuing a surety bond.

If there is a new insurance company issuing a surety bond, has the preneed entity filed the new surety bond with the Department? If not, file the new surety bond with the renewal package. If the amount of the surety bond has changed, file the revised surety bond with the Department.

Specify the number of post-law contracts funded by surety bonds.

Specify the amount of each surety bond.

Specify the outstanding surety bond liability (original retail amount of services and cash advances and the actual cost to the entity to provide the undelivered merchandise) of all preneed contracts funded by each surety bond. If the outstanding surety bond liability of all preneed contracts for each surety bond is greater than the amount of the surety bond, the preneed entity must increase the surety bond to such an amount that it equals or exceeds the outstanding surety bond liability of all preneed contracts to be funded by that surety bond.

SIGN AND DATE THE THIRD PAGE OF THE RENEWAL APPLICATION. NOT DOING SO WILL HOLD UP THE REVIEW OF YOUR RENEWAL APPLICATION